

# RULES

OF THE

## SHEFFIELD

## PUBLIC DISPENSARY,

AS AMENDED AND PASSED

AT THE

TWENTY-SECOND GENERAL MEETING

OF GOVERNORS,

HELD ON THE 5TH JULY, 1854,

AND

PUBLISHED BY ORDER OF THE GOVERNORS

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## R U L E S

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I.—This Charity shall be distinguished by the name of “THE SHEFFIELD PUBLIC DISPENSARY.” It shall be open for the relief of the sick and lame poor of all nations; persons of all ages, from infancy upwards, labouring under all diseases, and residing at all distances, are proper objects of assistance.

II.—A General Meeting of the Governors, to be called by advertisement or circular, or both, at the discretion of the Weekly Board, shall be held at the Dispensary, on the First Wednesday in July, every year, when a Report of the state of the Funds of the establishment shall be read, the number of patients admitted during the year, with the result of their cases declared, and the election of the different officers take place.

III.—Quarterly Meetings of the Governors, to be called as in the foregoing rule, shall be held at the Dispensary, on the Second Wednesday in October, January, and April, at twelve o'clock, for the purpose of transacting such business of the Charity as may be brought before them; Five shall constitute a quorum.

IV.—Twelve Governors shall be competent to call a Special General Meeting, at any time, by giving a Fortnight's previous notice, in writing, to the Secretary, stating the business to be brought forward, and advertising the same once in each of the Sheffield newspapers previous to the Meeting: no other business than that stated shall be discussed.

V.—All elections, if contested, shall be decided by ballot; and all questions, by a majority of votes, which shall also be taken by ballot, if required. Ladies, being qualified, may by writing, appoint any Governor to vote for them at elections only; as may any other Governors, provided the proxy of the latter produce with his appointment, a certificate from a physician or surgeon, of the illness of the absentee. Governors, who at the time are absent at the distance of twenty miles or upwards, shall likewise be allowed to vote by proxy at elections. In all cases where the votes are equal, the Chairman shall have a casting vote in addition to his own vote or votes as a Governor.

VI.—No motion for altering or rescinding any of the rules of this Institution, or for introducing new rules, shall be entertained at any General Meeting, unless notice thereof be given in the advertisement or circular calling such Meeting.

#### GOVERNORS.

VII.—Every person subscribing one guinea or upwards annually, making a donation of ten guineas or upwards, or paying either of the same for an un-named

benefactor, shall be a Governor, and every person paying a legacy of the clear amount of ten guineas or upwards, shall be a Governor.

VIII.—All Ministers of religion, making congregational collections, shall receive two tickets of recommendation for every guinea collected, and shall be entitled for the period of one year from the time of paying in their collections, to the other privileges of Governors, and the Clergy of the Established Church and all other Ministers of religion in Sheffield be annually requested by letter, signed by the chairman of the Weekly Board, to preach a Sermon for the benefit of this Charity, at a period the most convenient to themselves.

IX.—The privileges of Governors shall consist in recommending a number of patients in proportion to the amount contributed by them, and in voting at all elections, and on all questions involving the interests of the Charity.

X.—No Governor shall be entitled to vote at an election of officers, who has not been such for six months immediately preceding, except in case of donors of ten guineas and upwards.

XI.—Every subscriber of ten shillings and sixpence per annum shall be entitled to recommend three sick patients during the year. Every subscriber of one guinea per annum, or donor of ten guineas, shall be entitled to receive six tickets of recommendation, one of which may be used every two months. Every subscriber of two guineas per annum, or donor of twenty guineas, shall

be entitled to receive twelve tickets, two of which shall be used every two months, and so on in proportion to the amount of his subscription or donation. Two tickets shall entitle any poor woman to attendance during her confinement.

XII.—At all elections for officers, and on all questions involving the interests of the Charity, subscribers of one guinea per annum, or contributors of ten guineas shall be entitled to one vote, subscribers of two guineas or contributors of twenty guineas, to two votes and so on in proportion; but no Governor, however various may be his qualifications, as aforementioned shall exercise more than four votes in all. Firms, Friendly Societies, and public bodies in general, shall be entitled to all the privileges of individuals subscribing, or making donations of an equal amount.

XIII.—The gratuitous Medical Officers of the Institution shall be entitled to all the privileges of annual subscribers of two guineas, except as limited by rule 37.

XIV.—The subscriptions shall be paid in advance; all persons will be considered to continue their subscriptions, unless they give notice to the contrary, in writing to the Secretary, at least one week before the annual meeting.

#### PRESIDENT.

XV.—The President shall be elected at the Annual Meeting; he shall be *ex officio*, a member of the Weekly Board. He shall not hold the situation for more than

two consecutive years, but may be re-elected after an interval of one year. Every Governor shall be eligible to the office of president, who subscribes two guineas a year, or is a donor of twenty guineas.

XVI.—The duty of the President shall consist in presiding at all the general meetings of the Institution.

#### VICE-PRESIDENTS AND TREASURER.

XVII.—Two Vice-presidents shall be elected at the Annual Meeting, whose duty shall consist in officiating for the President in his absence, they shall be *ex officio*, members of the Weekly Board.

XVIII.—A Treasurer shall be elected at the Annual Meeting, who shall give an account of the state of the Funds of the Institution as often as he may be required by a Board of Governors.

#### WEEKLY BOARD.

XIX.—A Board of twelve Governors, exclusive of those who are *ex officio* members, shall be appointed at every Annual Meeting.

XX.—The Board shall meet at the Dispensary every Wednesday Morning, at Twelve o'Clock, to regulate all matters relating to the admission and discharge of patients, to inquire into the conduct of officers and servants, examine and pass accounts, order payments, execute the orders of General Meetings, and propose such matters as are proper to lay before the same. Three

shall constitute a quorum, and at their First Meeting they shall elect a Chairman, to preside over the Meetings for the year.

XXI.—The Board shall have the power to make temporary appointments of Medical Officers, and temporary rules, for the better regulation of the affairs of the Institution, which shall remain in force till the next General Quarterly Meeting. If they are then approved, they shall be continued till the Annual Meeting, when they shall be confirmed, altered, or discontinued, according as a majority of the Governors present shall decide,

XXII.—The Board, with the consent of a majority of the Medical Officers, shall have the power of suspending the House Apothecary from his duties, and appointing another to officiate in his place till a General Meeting of the Governors is held, by whom the matter shall be finally decided.

XXIII.—The Board shall, when they are satisfied that any individual recommended is not a proper object of the Charity, direct the Medical Officers not to attend upon, or give medicines to such individual any longer, and shall send a letter stating the circumstances to the recommending Governor.

XXIV.—The Weekly Board may, at any time, convene a Special General Meeting, by giving notice once in each of the Sheffield newspapers, stating the business to be brought forward; or by sending a circular note to each Governor, or both, at their discretion. No other business than that announced shall be discussed. The

Weekly Board shall, on receiving a notice pursuant to the fourth rule, also send a circular note thereof to each Governor.

### MEDICAL OFFICERS.

XXV.—The Medical Officers of this Charity shall consist of Three Physicians, Four Surgeons, Two Surgeon-Accoucheurs, and a House Apothecary, who shall be elected at a General Meeting, and when any vacancy occurs, notice shall forthwith be given in each of the Sheffield newspapers, and within Three Weeks after the first notice, an election shall take place. Provided that in case of a vacancy in the office of Surgeon, otherwise than by rule twenty-eight, the number of Surgeons shall be reduced to three, which shall, thereafter, be considered the established number. Provided also, that whenever, on the occurrence of a vacancy in the office of Physician, there shall be no candidate for the appointment, the Governors, in General Meeting assembled, may elect a Surgeon instead, for such period, and on such conditions as may be determined on previous to such election.

XXVI.—Every candidate for the office of Physician must be a Graduate of Medicine of a University of the United Kingdom, or a Fellow or Licentiate of a College of Physicians of the United Kingdom. No Physician to this Institution shall dispense his own medicines, or practice Surgery or Midwifery.

XXVII.—Every candidate for the office of Surgeon must be a Fellow or Member of the College of Surgeons of England, Edinburgh, or Dublin, or of the Faculty of

Physicians and Surgeons of Glasgow, provided he was not practising in Sheffield at the period when this Institution was founded.

XXVIII.—The Physicians, Surgeons, and Surgeons-Accoucheur to this Charity, shall retire from their respective offices in five years from the period of their election; a fresh election shall then take place, but the retiring officers shall be re-eligible.

XXIX.—No one shall be eligible to the office of Physician or Surgeon to this Charity, who has not been a resident practitioner in the town for a period of twelve months.

XXX.—The Medical Officers, who have remained, or shall remain in office, nine years, or upwards, shall on their resignation or retirement, be eligible to be elected Consulting Physician, or Surgeon, or Surgeon-Accoucheur of this Charity, and may be summoned to attend consultations of the Faculty.

XXXI.—Every candidate for the situation of House Apothecary, shall be a licentiate of Apothecaries' Hall, in London, and shall be approved, before the Ballot, by at least two-thirds of the Medical Officers of this Institution.

XXXII.—The duties of the Physicians and Surgeons shall be to attend in turn the Patients at the Dispensary, and also to visit those whose cases require it, at their own houses, provided they reside not more than two miles from the Parish Church.

XXXIII.—One Physician and one Surgeon shall attend at the Dispensary, in rotation, every morning, from ten to eleven o'clock, (Sundays excepted,) for the purpose of admitting fresh cases, and prescribing for the out-patients.

XXXIV.—In cases of sudden illness or accident, application may be made at the Dispensary, and attendance will be given, *without a recommendation*; but it is expected that persons who obtain relief in this manner will subsequently procure a recommendation.

XXXV.—No important surgical operation shall be performed by any of the Surgeons of this Charity, without a previous consultation of the Medical Officers, except on indispensable occasions.

XXXVI.—The Medical Officers shall be at liberty to allow their own pupils to see and assist in the practice of the establishment, and also to attend the midwifery patients, provided that such pupils have previously attended at least one course of lectures on midwifery, and the diseases of women and children.

XXXVII.—The Medical Officers shall report to the Weekly Board respecting such individuals as appear to them to be in circumstances to pay a regular practitioner, and may, if they think proper, refuse to give any attendance to such individuals. They shall superintend the management of the Surgery, see that the drugs are of proper quality, that the medicines are properly prepared, and shall report to the Board any neglect or inattention of which the House Apothecary may be guilty. Three of the Medical Officers, a Physician, a Surgeon, and a

Surgeon-Accoucheur, to be elected by their colleagues, shall always be *ex officio* members of the Weekly Board.

XXXVIII.—The salary of the House Apothecary, if married, shall not exceed £150 per annum; and if single, shall not exceed £100 per annum.

XXXIX.—In case it should be inconvenient for any of the Physicians or Surgeons to attend at the Dispensary on their proper days, they shall provide efficient attendance in their stead.

XL.—The House Apothecary shall reside on the premises, and shall confine himself solely to the duties of the Dispensary. He shall provide the drugs, and all other necessary articles, under the direction of the Medical officers; he shall compound all medicines prescribed, affixing to each medicine the manner of using it. He shall, as far as his other duties permit, visit the home patients and prescribe for the out-patients when requested by the Medical Officers; shall call all consultations, and summon the Surgeon whose turn it may be to attend, on the occurrence of any case of emergency. He shall transact all the necessary business of a Secretary, direct persons where they may apply for recommendations, and keep a register of patients under care, the nature of the disease, by whom recommended, when admitted, when discharged, and in what condition. He shall attend all Boards and register their proceedings, and keep all the accounts of the Charity. He shall on no account absent himself from the house, without leaving word where he may be found, and shall not absent himself during one whole day without first obtaining leave from the faculty, and procuring a person of whom they approve, to transact his duties, He shall

not resign his office without giving notice of his intention, in writing, two months previous, to the Weekly Board.

### PATIENTS.

XLI.—The patients shall be of two descriptions—out-patients and home-patients; the former shall bring their recommendations to the Dispensary on every day in the week, (Sundays excepted) between the hours of ten and eleven in the forenoon, and shall continue to attend at the same hour, as often as their Medical attendant shall direct; the latter shall send their recommendations between the same hours, and they shall then be visited by the Physician or Surgeon, who shall continue his attendance as often as he thinks it requisite. On Sundays the Dispensary shall only be open from nine till ten o'clock in the morning, and from four till five o'clock in the afternoon, except for cases of accident and sudden emergency.

XLII.—When a patient has once been admitted under the care of one of the Medical Officers, he shall continue under the same until he is discharged, and shall not be entitled to admission, for the same complaint, under any of the other Medical Officers, in less than three months, without the consent of the Physician or Surgeon under whose care he was first placed.

XLIII.—Patients whose cases admit of relief, and who may wish to remain on the books for a longer time than three months, shall, at the expiration of that period, be required to renew their tickets.

XLIV.—All persons must furnish themselves with clean phials and gallipots, or deposit sixpence at the

Dispensary, which they shall receive back again when they return the phials or gallipots they have received at the Dispensary.

XLV.—Persons discharged for irregularity in attendance, and for improper conduct during their attendance, shall not be again admissible without the permission of the Weekly Board.

XLVI.—When a patient is discharged the Governor who recommended the same shall be informed.

XLVII.—When the patients have received a cure at the Dispensary, they shall obtain a letter of thanks, which they are expected to present to the Subscriber who recommended them, and it shall at the same time be suggested to them that they should offer up public thanks to Almighty God, at the place of worship which they usually attend.

XLVIII.—No servants or apprentices shall be entitled to the benefits of this Institution, but such as are considered necessitous.

XLIX.—Any poor woman, by depositing the sum of four shillings at the Dispensary, previous to her confinement, shall be entitled to attendance during her labour, and should any difficulty occur, to the assistance of one of the Surgeon-Accoucheurs.

L.—The appointment of the Midwives to the Charity shall rest with the Medical Officers.



